



## New Hire Orientation Agenda

**Otowi Building** – 1654 Casa Grande Drive  
 TA-03 Building 0261, Room F200W  
 Main Gate Conference Room, Contact # 667-1555

<b>Day 1</b>		
<b>Time</b>	<b>Event</b>	<b>Presented By</b>
7:30 – 8:00	New Hire Orientation Check-In	
8:00 – 8:10	Welcome by Laboratory Director	Video – Charlie McMillan
8:10 – 9:05	Complete New Hire Forms	Human Resources Staff
9:05 – 9:45	Benefits Review/Wellness Center	Benefits Staff
9:45 – 9:55	Break	
9:55 – 10:35	Information Security Briefing (Course 9369)	Narrated Presentation
10:35 – 10:45	Break	
10:45 – 10:55	Worker Safety & Security Teams (WSST)	WSST Staff
10:55 – 11:15	“The Town That Never Was”	Cultural/Historical Video
11:15 – 11:20	Research Library	Library Staff
11:20 – 11:30	Los Alamos Postdoc Association (LAPA)	LAPA Committee
<b>11:30 – 1:00</b>	<b>Lunch</b>	
1:00 – 1:10	OMBUDS	OMBUDS Staff
1:10 – 1:20	Employee Assistance Program	EAP Staff
1:20 – 1:30	Harassment in the Workplace	Employee Relations Staff
1:30 – 1:40	Break	
1:40 – 2:00	“Stockpile & Stewardship”	Video
2:00 – 2:15	Counterintelligence Overview	Video/OCI Staff
2:15	U.S. Citizens – Obtain Badge	Badge Office
2:15 – 2:45	Foreign National Orientation	Immigration Services Staff
2:45	Foreign Nationals – Obtain Badge	Badge Office
	After Badging	Call – Manager or Mentor

### **Day 2 - General Employee Training**

**GET is mandatory for all new hires. The scheduled date, time, and location for training will be located in your New Hire Orientation packet.**  
**Employees who have already taken GET, do NOT need to attend.**  
 Questions regarding GET training, please call the White Rock Training Center at 667-0059.